Stockton-on-Tees
BOROUGH COUNCIL

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT,** marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Support Worker

Vacancy ID: 009288

Salary: £10,751.96 - £11,139.93 Annually

Closing Date: 23/09/2018

Benefits & Grade

Grade E, plus unsociability allowance

Contract Details

Permanent

Contract Hours

22.5 hours per week (3 week rota)

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

This vacancy is to be based at Oak Road which is a small, homely Residential Care Home providing support for six Adults who have an identified learning disability and are living in the Borough of Stockton-On-Tees. At our last inspection we are proud to have achieved a CQC rating of GOOD in all areas.

We are looking for an experienced, committed and enthusiastic individual who can demonstrate and deliver high standards of person centred care and support to people who have a learning disability and are living at Oak Road.

You will be involved in all aspects of personal care delivery and participate in providing a caring and stimulating environment which promotes choice, independent daily living skills and social activities both within the house and also in the wider community.

You will be qualified to a minimum of NVQ/Diploma Level 2 in a Health and Social Care related subject (including medication administration) and be expected to attain Level 3 in Administering Medication within two months of appointment.

The post requires the person to work a shift pattern covering 365 days which includes working days, evenings, weekends and public holidays. You will participate to an agreed rota but would be expected to be flexible to meet the changing requirements of the people who access the service and the running of the home.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees BOROUGH COUNCIL		**JOB DESCRIPTION**
Directorate: **Adults and Health**		**Service Area:** **Learning Disabilities**
JOB TITLE: Support Worker		
GRADE: E		
REPORTING TO: Home Manager		
1.	**JOB SUMMARY:** Enable people to maximise their independence, developing their confidence and overall effectiveness in. living independently. personal care and hygiene, daily living skills, using community resources and facilities, social, leisure and work activities, personal safety, health and wellbeing including for example medical appointments, maintaining contacts with family and friends and relationships and other clients.	
2.	**MAIN RESPONSIBILITIES AND REQUIREMENTS**	
	1	To oversee and where appropriate directly support people in daily living activities for example personal care, preparation of meals, bed making, cleaning duties, shopping ensuring safe use and operation of all equipment used,
	2	To ensure person centred support plans are followed and implemented for the people living at Oak Road.
	3	Ensure cultural, religious and linguistic needs of people living at the home are met.
	4	To ensure safe handling and recording of medication dispensed, in accordance with procedures, and to participate in the issuing of medication to people living at the home.
	5	To follow all relevant statutory, policy, codes of practice and procedures guidelines associated with the operation of the service.
	6	To co–operate in ensuring service aims and objectives are implemented.
	7	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate with the standards required by Stockton-on-Tees Borough Council.
	8	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the authorities health and safety rules and legislative requirements.
	9	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	10	To undertake such other duties and responsibilities commensurate with the grading

		and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Stockton-on-Tees
BOROUGH COUNCIL

ADULTS & HEALTH
PERSON SPECIFICATION

Post Title: **Support Worker**
Post Ref: **33593**

Qualifications and Experience			
Criteria	**Essential**	**Desirable**	**Method of Assessment**
Qualifications and Education	Good general education GCSE level qualification or equivalent Level 2 Diploma in Health and Social Care or equivalent. Level 2 (minimum) Certificate in Understanding the Safe Handling of Medication There will be a requirement to undertake Level 3 Medication training within two months of appointment	Level 3 Diploma in Health and Social Care or equivalent.	Application Form Certificate Check Interview
Experience and knowledge	An understanding of the needs of adults with a learning disability Minimum of two years experience of working directly with adults with learning disabilities Knowledge and experience of good practice that underpins adult care in care settings Knowledge and experience of how to implement Person Centred Care Plans and Individual Risk Assessments A willingness to undertake any training commensurate with the post	Knowledge of and experience of the assessment, care planning and review systems for adults with a learning disabilities Experience of supporting adults with learning disabilities to access community based services and activities. Knowledge of the pressures and the difficulties families face supporting adults with learning disabilities to remain living at home Knowledge of the legislation that underpins adult care in care settings	Application Form Interview and references

Skills and Ability	Good communication skills (oral and written) Ability to take guidance and instruction from management Ability to work alone , whilst using initiative, or as part of a team Skilled in the adapting activities to meet individual needs and circumstances /situations from PCP's Ability to maintain records Be prepared to accept structured supervisions and appraisals To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post	IT Skills with a willingness to undertake training on appointment to meet the requirements of the job role	Application Form Interview and references
Personal Attributes	Client focused Approachable Friendly Enthusiastic Positive approach and motivated Positive role model for staff and clients Reliable honest and flexible		Application Form Interview and references
Special Requirements	Able to work a range of shifts (early morning, late shifts, sleepovers) at short notice to cover sickness and holidays, if part time The job involves working directly with adults with a learning disability and therefore is subject to a DBS check	Clean driving licence	

Conditions of Service

General
Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours
The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave
The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay
Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension
You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination
Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation
New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities
The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing
A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries
Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy
The Council operates a No Smoking Policy.

Politically Restricted Posts
The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974
Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.